



WISCONSIN HOUSING & ECONOMIC DEVELOPMENT AUTHORITY

Richard J. Longabaugh
Executive Director

Tommy G. Thompson
Governor

Wayne R. Peters
Chairman

May 10, 1993

PERSONAL AND CONFIDENTIAL

Mr. Tim Russell

Dear Tim:

As you know, for the past several weeks we have investigated a problem involving your charging personal hotel expenses from the Inn-on-the Park to the Authority. That investigation has included a review of invoices involving such charges, discussions with you, discussions with our Accounting Division, and written memoranda to and from you regarding a number of the charges and the reasons they were allegedly incurred.

Upon review of this information, we have concluded that you improperly billed to WHEDA 23 overnight stays between the time period of June 12, 1992 and January 12, 1993, totaling \$1,123.00. We consider your actions to constitute gross misconduct for the following reasons: 1) your misuse and abuse of the Authority's travel and expense budget constitutes misappropriation of WHEDA property; 2) you provided false or misleading information to us when we first questioned some of the expenses; and 3) you engaged in insubordination by disregarding WHEDA control policies involving the expenditure of funds including but not limited to hotel expenses, and by failing to reimburse for those expenses which you readily admitted were personal.

We have considered carefully the disciplinary options available and have come to the conclusion that we have no other alternative than to terminate your employment, effective immediately. Our decision is based upon our evaluation of the seriousness of your misconduct. In addition, we do not believe that the breach of trust that has occurred could be remedied so that you could work here effectively in the future.

As part of this termination, we will also expect you to make arrangements with us for immediate reimbursement of the \$1,123.00 in improperly billed expenses or else we will pursue all legal remedies available to us for recovery of the Authority's funds.

Sincerely,

Gwen Torkelson
Director of Administrative Services